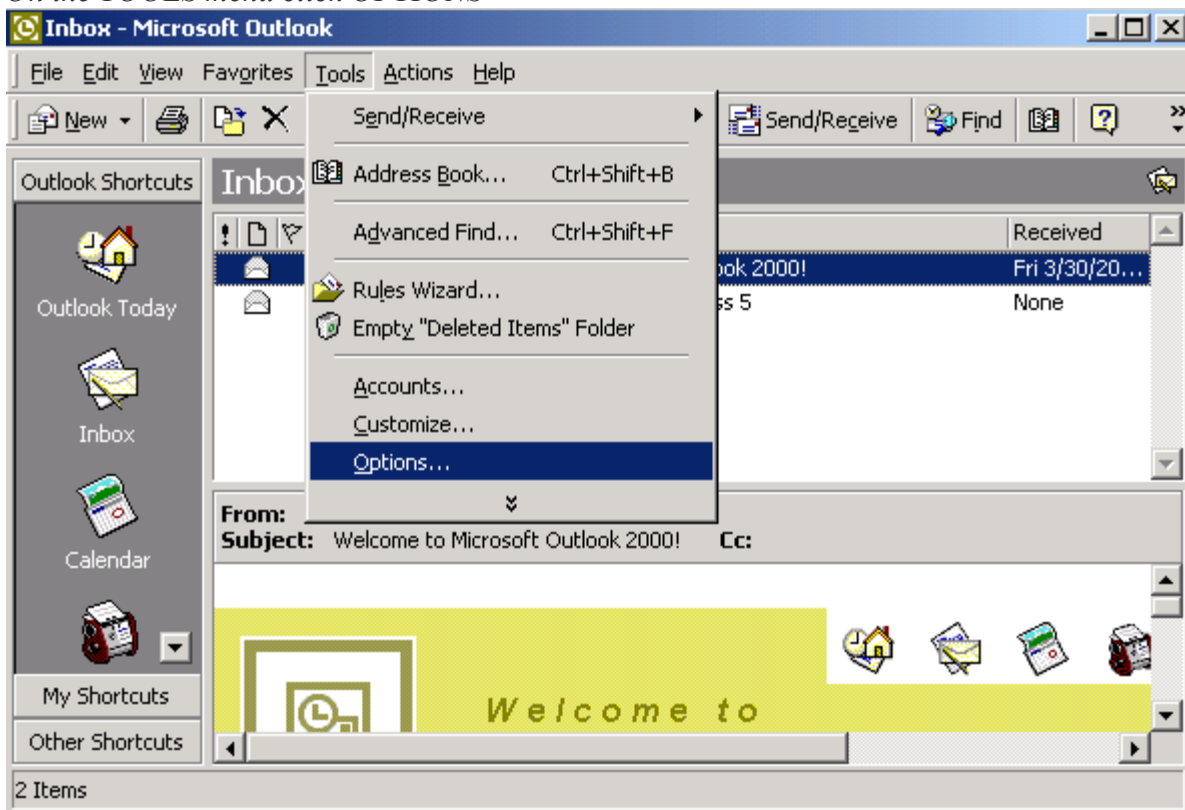# CUSTOMIZING YOUR SIGNATURE

ADD YOUR ELECTRONIC SIGNATURE
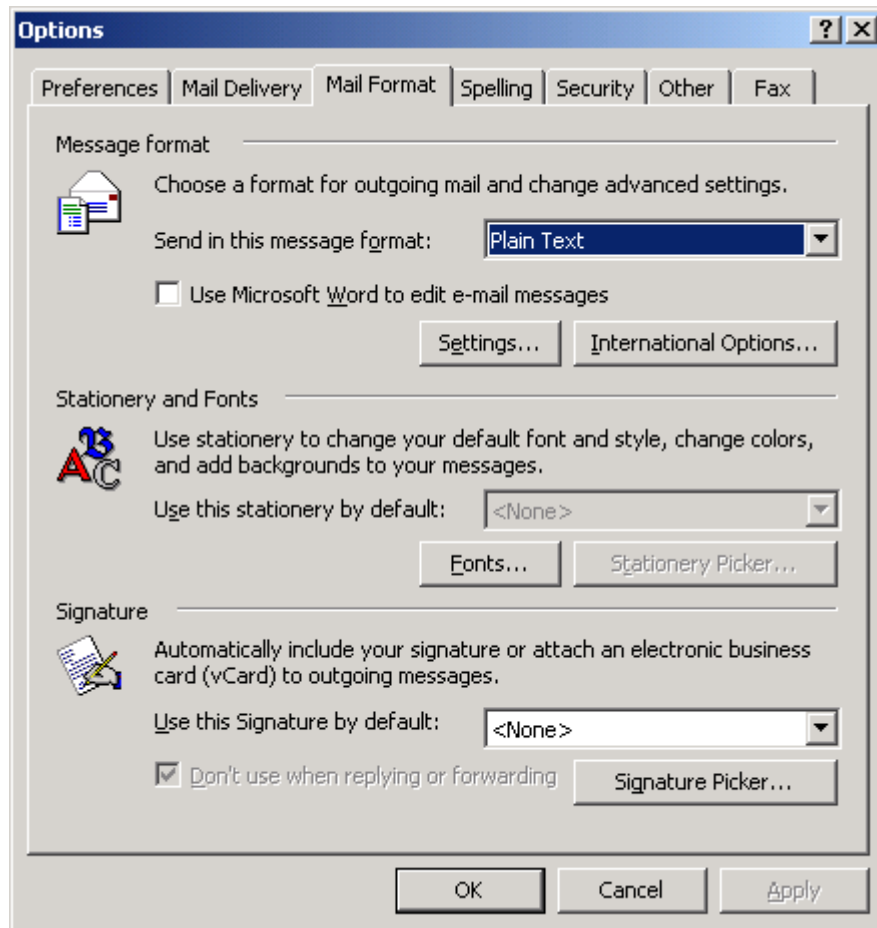*On the TOOLS menu click OPTIONS*

OPTIONS DIALOG BOX
Click MAIL FORMAT TAB
Click SIGNATURE PICKER

CREATE NEW SIGNATURE
In the "ENTER A NAME FOR YOUR N EW SIGNATURE" field, type a name for your signature file
Click on NEXT

EDIT SIGNATURE

Type and format the information you would like to include as your signature
Select FINISH

SIGNATURE PICKER

Preview your signature
Select OK

Signature Picker

Signature:

Formal Signature

Edit...

Remove

New...

Preview:

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OK   Cancel